

How to add different bases for pizzas

On inTouch first go to 'Management'

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Then 'Occasional Menu'

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Click on 'Menus'

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Go to 'Toppings 1'

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Click on a blank topping

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Click 'Yes' to create a new topping

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The base needs to have * at the beginning. For example *Pizza Sauce

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Top right click on 'Details'

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In the 'Topping Details' box

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If an existing base in toppings it is important that the 'Receipt Description' has the * before the text

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Also, if the bases are chargeable set them to the correct 'Price Band'

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It is important to select the base on the 'Stock Makeup' to allow to customers to swap the base if allowed

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Once added click 'Finished'

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And 'Finished' again

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And 'Exit'

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It will ask you to 'Upload Menu to Website'

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Click 'Yes' to upload

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And 'Main Menu'

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Lastly you will need to go on myInteger and search for 'StarToppingsAreBases'.

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Enable the option 'StarToppingsAreBases'

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If you don't have access to myInteger please call us.

**Once you have done that go to the website. Select a pizza which you will then see
'Select item base'**

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Followed by the toppings

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